



BYRON P. DECOTEAU, JR.  
DIRECTOR

## MINUTES/ACTIONS

AGENDA  
STATE CIVIL SERVICE COMMISSION  
GENERAL BUSINESS MEETING  
WEDNESDAY, JANUARY 4, 2023  
9:00 A.M.

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LOUISIANA PURCHASE ROOM, SUITE 1-100, FIRST FLOOR, CLAIBORNE BUILDING, 1201 NORTH THIRD STREET, BATON ROUGE, LOUISIANA

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- Roll Call

The State Civil Service Commission convened its monthly general business meeting at 9:15 a.m. on Wednesday, January 4, 2023. Present were Vice Chairman D. Scott Hughes, Commissioners Kristi Folse, John McLure and Jo Ann Nixon. Chairman David Duplantier and Commissioner Ronald Carrere, Jr., were absent.

- Opportunity for Public Comment (No Attachment)  
No requests received from the public to address the commission.

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On motion duly made, seconded, and passed; the Commission took the specified action as listed for each of the requests listed below:

- 1) **Election of Officers:** Chairman and Vice Chairman (No Attachment) **The Commission unanimously re-elected Commissioner David Duplantier to serve as Chairman and unanimously re-elected Commissioner D. Scott Hughes to serve as Vice Chairman.**
- 2) Consideration of the **Minutes** of the Commission meeting held December 7, 2022. **The Commission unanimously approved the minutes as written.**
- 3) **Public Hearing** to consider proposed changes to the Classification and Pay Plan (Details contained in General Circular No. 2022-057).
  - Public Comments

**The Commission conducted a public hearing to consider proposed changes to the Classification and Pay Plan and provided opportunity for public comments, to which there were none.**

**On motions duly made, seconded and unanimously passed, the Commission approved the pay plan proposals for Exhibits A and B, being contingent upon the Governor's approval and granted authority to the State Civil Service Director to set the effective date no sooner than 10 days following gubernatorial approval; and unanimously approved Exhibit C and granted authority to the State Civil Service Director to set the effective date no sooner than 10 days following gubernatorial approval of Exhibits A and B.**

- 4) Request of the **Coastal Protection and Restoration Authority** to amend its Dual Career Ladder Policy for various positions, in accordance with State Civil Service Rule 5.9, effective January 4, 2023. **The Commission unanimously granted the request.**
- 5) Request of the **LSU Health Sciences Center-Shreveport** to amend a Crisis Leave Pool Policy in accordance with State Civil Service Rule 11.34, effective January 4, 2023. **The Commission unanimously granted the request.**
- 6) Request of **SOWELA Technical Community College** to establish a Crisis Leave Policy in accordance with State Civil Service Rule 11.34, effective January 4, 2023. **The Commission unanimously granted the request.**
- 7) Request of the **Florida Parishes Human Services Authority** to allow authority under the provisions of State Civil Service Rule 4.1(d)1, to allow Kevin Thomas, unclassified WAE Program Assistant, to work up to 2,080 hours in a 12-month appointment period and to allow reappointment after exceeding the 1,245 hours in a 12-month appointment period, effective January 4, 2023. **The Commission unanimously granted the request. This approval does not cover any hours worked over 1,245 prior to January 4, 2023.**
- 8) Request of the **Department of Public Safety and Corrections, Public Safety Services, Office of State Fire Marshal**, to exempt from the classified service one (1) Superintendent position in accordance with State Civil Service Rule 4.1(d)2, effective December 7, 2022 through December 6, 2026. **The Commission unanimously granted the request.**
- 9) Request of the **Louisiana Department of Health—Medical Vendor Administration** to exempt from the classified service two (2) positions, Project Director and Project Leader, in accordance with State Civil Service Rule 4.1(d)2, effective January 4, 2023 through January 3, 2027. **The Commission unanimously granted the request.**
- 10) Request of **Louisiana Educational Television Authority, Louisiana Public Broadcasting**, to extend exemption from the classified service, two (2) Mass Communications Specialist positions, in accordance with State Civil Service Rule 4.1(d)2, effective January 5, 2023 through January 4, 2027. **The Commission unanimously granted the request.**
- 11) Request of the **Department of State, Secretary of State** for authority under the provisions of State Civil Service Rule 23.6(a) to allow Rodney Anderson, classified WAE Administrative Coordinator 1, to work up to 2,080 hours in a 12-month appointment period and to allow reappointment of the incumbent after exceeding the 1,245 hours in a 12-month appointment period, effective January 4, 2023. **The Commission unanimously granted the request. This approval does not cover any hours worked over 1,245 prior to the Commission date of January 4, 2023.**
- 12) Request of the **Louisiana Department of Insurance** to extend the job appointment of Ronald Williams, Insurance Specialist 4, effective January 28, 2023 through January 27, 2024. **The Commission unanimously granted the request.**
- 13) Request of **McNeese State University** to establish an Optional Pay policy in accordance with State Civil Service Rule 6.16.2, effective January 4, 2023. **The Commission unanimously granted the request.**
- 14) Request of the **Division of Administration-Office of Facility Planning and Control** to establish a Special Entrance Rate Policy for State Fiscal Analysts 1, 2, and 3 in accordance with State Civil Service Rule 6.5(b), effective January 4, 2023. **The Commission unanimously granted the request.**

- 15) Request of the **Division of Administration-Office of State Uniform Payroll** to establish a Special Entrance Rate Policy for State Uniform Payroll Analyst job titles in accordance with State Civil Service Rule 6.5(b), effective January 4, 2023. **The Commission unanimously granted the request.**
- 16) Request of the **Department of Children and Family Services** to amend its Premium Pay Policy, in accordance with State Civil Service Rule 6.16(a), effective February 8, 2023 through August 7, 2023. **The Commission unanimously granted the request.**
- 17) Request of the **Department of Public Safety and Corrections, Corrections Services** to establish a Premium Pay Policy for Corrections job titles in accordance with State Civil Service Rule 6.16(a), effective January 4, 2023. **The Commission unanimously granted the request.**
- 18) Request of the **Division of Administration-Office of Finance and Support Services** to establish a Premium Pay Policy for Accountant job titles in accordance with State Civil Service Rule 6.16(a), effective January 4, 2023. **The Commission unanimously granted the request.**
- 19) Request of the **Louisiana Department of Insurance** to establish a Premium Pay Policy for Compliance Examiner job titles in accordance with State Civil Service Rule 6.16(a), effective January 4, 2023. **The Commission unanimously granted the request.**
- 20) Request of the **Louisiana Department of Revenue** to establish a Premium Pay Policy for Accountant job titles in accordance with State Civil Service Rule 6.16(a), effective January 4, 2023. **The Commission unanimously granted the request.**
- 21) Request of the **Louisiana Department of Revenue** to establish a Premium Pay Policy for Attorney job titles in accordance with State Civil Service Rule 6.16(a), effective January 4, 2023. **The Commission unanimously granted the request.**
- 22) Request of the **Louisiana Department of Revenue** to establish a Premium Pay Policy for Human Resources job titles in accordance with State Civil Service Rule 6.16(a), effective January 4, 2023. **The Commission unanimously granted the request.**
- 23) WITHDRAWN
- 24) Request of the **Louisiana Department of Revenue** to amend a Premium Pay Policy in accordance with State Civil Service Rule 6.16(a), effective January 4, 2023. **The Commission unanimously granted the request.**
- 25) Request of the **LSU Health Sciences Center-New Orleans** to amend a Premium Pay Policy in accordance with State Civil Service Rule 6.16(a), effective January 4, 2023. **The Commission unanimously granted the request.**
- 26) Request of the **LSU Health Sciences Center-New Orleans** to amend a Premium Pay Policy in accordance with State Civil Service Rule 6.16(a), effective January 4, 2023. **The Commission unanimously granted the request.**
- 27) Request of **Pennington Biomedical Research Center** to establish a Premium Pay Policy in accordance with State Civil Service Rule 6.16(a), effective January 4, 2023. **The Commission unanimously granted the request.**

- 28) Request of the **Department of Children and Family Services** to compensate non-exempt and exempt Child Welfare employees at the time and one-half rate, in accordance with State Civil Service Rules 21.8(b) and 21.9(d), effective January 4, 2023 through June 30, 2023. **The Commission unanimously granted the request, as recommended by State Civil Service, effective January 4, 2023 through August 7, 2023.**
- 29) Request of the **Eastern Louisiana Mental Health System** for an Individual Pay Adjustment in the amount of \$663.20 biweekly for Jimmy Scott, Mental Hospital Associate Administrator 3, in accordance with State Civil Service Rule 6.16(c), effective January 4, 2023. **The Commission unanimously granted the request.**
- 30) Request of the **Department of Children and Family Services** to amend its Incentive Awards Policy in accordance with State Civil Service Rule 6.16(d), effective January 4, 2023 through August 7, 2023. **The Commission unanimously granted the request.**
- 31) Report on 6.5(c) and 6.5(g) Exceptions granted by the Director. **Director Decoteau informed the commission that 29 total exceptions under State Civil Service Rules 6.5(c) and 6.5(g) were granted between October 4, 2022 through December 27, 2022.**
- 32) Request of the **Louisiana Department of Revenue** to establish a Special Entrance Rate Policy for Revenue Tax Officer job titles, in accordance with State Civil Service Rule 6.5(b), effective January 4, 2023. **The Commission unanimously granted the request.**
- 33) Request of the **Louisiana Department of Revenue** to establish a Special Entrance Rate Policy for Revenue Tax Specialist job titles, in accordance with State Civil Service Rule 6.5(b), effective January 4, 2023. **The Commission unanimously granted the request.**
- Director's Report
    - **Pay Schedule Changes to the Pay Plan for the AS, MS, SS, & WS Pay Schedule were approved by the Governor. The effective date of changes will be July 1, 2023.**
    - **Amendments made to Civil Service Rule 6.32 (market adjustments) were approved by the Governor. The effective date is July 15, 2023.**
    - **The department plans to promulgate rules regarding Chapter 26 due to changes in the law.**
    - **The department plans to present information to the Commission regarding crisis leave in anticipation of rule promulgation.**
    - **The 2023 State Civil Service Commission Employee Representative Election is up and running.**
  - **Consideration of a motion to *recess/adjourn* for Executive Session to consider Applications for Review of Civil Service Appeals and to discuss Personnel Matters. (All Commissioners to verbally vote.) *On motion duly made, seconded, and unanimously passed, the commission agreed to adjourn.***

**There being no further business, the meeting adjourned at 10:33 a.m. on January 4, 2023.**

**Respectfully submitted,**

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**Byron P. Decoteau, Jr., Director**

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**David Duplantier, Chairman**